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ABSTRACT

The Career Planning and Placement Program seeks to make the concept of career education an integral part of the regular school curriculum by providing physical facilities where various size groups can be accommodated and bringing career information to the staff, parents, and students of the school district. The program is designed to assist students in developing self-awareness and acquiring an understanding of, and ability to use, decision-making skills. Included in this manual are: (1) a functional description of the program, including the personnel's direct and supportive responsibilities, and (2) a description of the management system for the program, including the recommended staff for the Career Planning and Placement Center, performance objectives of the teacher/coordinator and two career placement assistants, evaluation of the program, and recommended equipment and supplies. Job descriptions for the two career placement assistants are appended. (SB)

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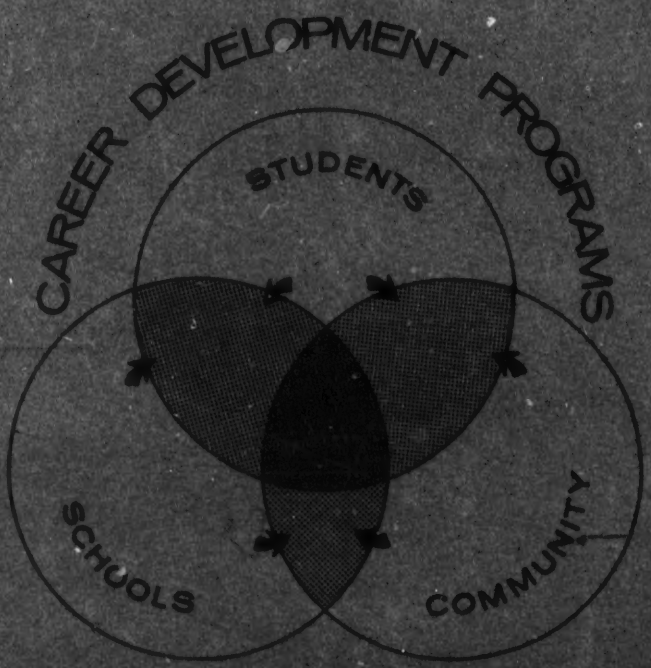
Career Planning and Placement Center Program



SAN MATEO UNION HIGH SCHOOL DISTRICT
SAN MATEO, CALIFORNIA

VT020181

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IDENTIFICATION PAGE

TITLE:	Career Planning and Placement Center Program
SUBJECT:	Program Design and Management System
PERFORMANCE LEVEL:	Adult — Coordinators of Career Centers School Administrators
PURPOSE:	1. Provide feedback data for program monitoring and for the improvement of the program operation 2. Enable school personnel responsible for Career Education to utilize a career center to implement Career Education concepts.
PRODUCERS:	Mr. William Sovel Dr. Curtis Larson
ADDRESS:	San Mateo Union High School District Career Development Program Office 400 Murchison Drive Millbrae, CA 94030
CONSULTANTS:	Dr. Troy E. Nuckols Mr. Tony Lanfri
DATE OF LOCAL FIELD TESTING:	Start: September, 1972 - To be completed: June, 1973
DATE SUBMITTED:	May 3, 1973

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P R O G R A M S

CAREER PLANNING AND PLACEMENT

CENTER PROGRAM

MANAGEMENT SYSTEM

San Mateo Union High School District

San Mateo, California

1972

CAREER PLANNING AND PLACEMENT CENTER

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CAREER PLANNING AND PLACEMENT CENTER

INTRODUCTION

The Career Planning and Placement Center Program seeks to make the concepts of Career Education an integral part of the regular school curriculum. The growth of technology and the ever-increasing complexity of society has progressively removed young people from contact with the world of work, until most of them know little of occupational characteristics and requirements.

When properly approached, career planning requires good decision-making skills. It is reasonable to expect that every student who graduates will possess these skills, and will have had multiple opportunities to apply them to those decisions which directly affect his life. Basic to the decision-making process is the need for relevant information and pertinent facts. Information and facts may come from classroom study, other students, school activities, community activities, business and industry, counseling and guidance, parents, or other experiences. The personnel involved in the Career Planning and Placement Center Program will coordinate information from all these sources and help make it available in a usable form to students who need it.

The Career Planning and Placement Center Program is designed to provide physical facilities where various size groups can be accommodated. A concerted effort will be made to bring career information to the staff, the parents, and the students of the San Mateo Union High School District. The personnel at each center will establish and maintain an occupational information library, information about colleges and scholarships, and will provide multimedia materials which can be utilized by individuals or groups for occupational/educational planning.

Students should leave high school with positive attitudes about the world of work and with entry-level job skills, whether they intend to seek immediate employment or advanced training and/or education. The Career Planning and Placement Center Program will assist students in developing self-awareness, and in acquiring an understanding of, and ability to use, decision-making skills as they apply to their future.

William Sovel, Coordinator
Career Planning and Placement Program

Curtis Larson, Monitor/Evaluator
Career Development Programs

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NEEDS ASSESSMENT

The district-wide long-range follow-up study of the graduating class of 1966, the follow-up study of Capuchino High School's class of 1970, and the 1971 Guidance Redesign study at Mills and Crestmoor High Schools have revealed a significant need for career information, vocational counseling and integration of Career Education materials into the curriculum for all students.

Instead of viewing the district student population as from 60% to 80% college bound, the data suggest a high priority be assigned to providing career guidance and occupational programs for 60% to 70% of the students who will be entering the labor force within three years of graduation from high school.

As a minimum goal, at least 70% of the student body should be assisted to:

- Learn about the world of work
- Relate their personal attitudes and assets to a future career
- Have some work experience
- Make personal career decisions based on objective data about the world of work
- Develop entry-level job skills in one occupational area
- Prepare for higher education

Career Education as defined by Dr. Kenneth Hoyt of the University of Maryland is the total effort of public education and the community aimed at helping all individuals to become familiar with the values of a work-oriented society, to integrate these values into their personal value systems, and to implement these values in their lives. The intent of the Career Planning and Placement Center program is to be part of this effort to develop, in cooperation with the teaching and counseling staff, a systematic support program to begin fulfilling the student's needs for career planning and placement.

PROGRAM GOALS AND EXPECTANCIES

Career Planning and Placement Center Program Goals. The major goals for the functions of the program are:

1. *Facility.* The Career Planning and Placement Center shall have a flexible space design in order to accommodate large groups, small group seminars, and individual study. The Center shall also provide space for the Guidance Department, Work Experience, and School/Community Service programs.

CAREER PLANNING AND PLACEMENT CENTER

2. *Information Resource.* Provide audio-visual and printed information on careers and educational training opportunities to serve students, professional staff, parents and the community. Monitor current trends in labor market and social and educational issues as they focus upon changing career patterns.

3. *Catalyst (Facilitator).* Facilitate more effective involvement of professional staff in systematically introducing career information into the curriculum through units, courses, and mini courses. Included would be major emphasis for student exploration, planning, and decision making.

4. *Coordination.* Coordinate and provide facilities for inservice training with counselors, Work Experience and School/Community Service teacher/coordinators and faculty in developing multiple ways for dispensing career information, in instructing about the concepts of Career Education and career decision making, and in helping students to realistically integrate such information into their self-concepts.

5. *Community Resource.* Bring the community into the school with career and training information and to bring the school to the community with Work Experience Education programs, School/Community Service programs, field trips, career demonstrations, and individual visits.

6. *Placement.* Identify placement opportunities for students to enter advanced occupational training and/or advanced educational programs. Provide employment assistance to place students who have obtained entry-level skills from the various occupational programs and the Work Experience Education programs.

7. *Evaluation.* Provide evaluations for ongoing programs in terms of changes in occupational demands and assist staff in adopting career planning and placement programs to meet current demands. Conduct yearly follow-up surveys of the graduates of all occupational programs.[1]

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[1]Many of the goals listed above are based upon a Career Guidance model presented by Dr. R. J. Swan of California State College-Long Beach at the 1971 State convention of California Personnel and Guidance Association.

CAREER PLANNING AND PLACEMENT CENTER

District Goals and Expectancies. The Career Planning and Placement Center Program assists students to achieve the following district educational goals and expectancies:

1.0 *Know the many forms in which communication occurs, and communicate effectively.* The student should:

- Communicate verbally and nonverbally in ways appropriate to the situation
- Listen and respond to the expression of others

3.0 *Understand and accept themselves and others.* The student should:

- Take into account individual differences in people
- Examine his personal long-range goals in relation to his evolving self-concept
- Evaluate and adjust his vocational and educational objectives in terms of knowledge about himself and the world of work
- Assess and appraise his aptitudes, interests, and achievements in relation to vocational and individual objectives

4.0 *Are aware of and sensitive to value systems.* The student should:

- Be aware of his own value system and the influences which mold such systems
- Recognize that decisions based on value judgments may differ from individual to individual and from situation to situation

6.0 *Apply the processes of problem solving.* The student should:

- Recognize and define the problem
- Recognize and define techniques necessary for problem solving and decision making
- Identify, gather, and use all available sources of information
- Select relevant and irrelevant data
- Analyze the data

7.0 *Have a comprehensive and accurate knowledge of the world of work.* The student should:

- Know about a wide variety of occupational fields and the required education and training necessary for entry-level employment and advancement in these fields
- Recognize that occupational changes occur in a modern technological society
- Make occupational choices in line with his interests and abilities, and in terms of the opportunities open to him
- Use occupational information that is available to him

CAREER PLANNING AND PLACEMENT CENTER

STUDENT TERMINAL PERFORMANCE OBJECTIVES

1.0 Every student in a school which has a Career Planning and Placement Center will be involved in a Career Center sponsored program once each year he is in attendance.

2.0 Following the orientation program of the Career Planning and Placement Center, each student will be able to explain the function of the Center, the person(s) to contact for assistance, and the location of the indexes for the materials contained in the Center.

3.0 Each Work Experience Education or School/Community Service student will make regular use of the Center while completing his related learning assignments.

4.0 Students who wish work experience jobs or part-time employment in conjunction with their occupational classes will be placed through the Center job placement services.

5.0 The student enrolled in an academic or college preparatory program will visit the Career Planning and Placement Center on a regular basis as part of the school's Career Education activities.

6.0 The student will perceive the Career Planning and Placement Center as a warm, nonthreatening place which is staffed with knowledgable people who care about each individual and the fulfillment of his needs.

7.0 Prior to graduation, each student will be able to use the Career Planning and Placement Center information sources to find the following data for the occupation of his choice:

- A description of the job
- The duties of the job
- Hours and wages
- The occupational outlook
- Training requirements
- Procedure for entry into the labor market

8.0 The student will be able to make decisions about careers as a result of his involvement in the Career Planning and Placement Center program.

9.0 The student will be able to develop and implement an educational plan based upon his career decisions.

CAREER PLANNING AND PLACEMENT CENTER

FUNCTIONAL DESCRIPTION OF PROGRAM

The Career Planning and Placement Center is considered to be a service facility and service agency for students, teachers, counselors, and the local high school community.

The Center personnel will devote their energies to the support and assistance of:

- Individuals who drop in to use the Center
- Large or small groups of teachers and/or students using the Center as part of an organized Career Education effort
- Career guidance programs
- Job placement activities
- Curriculum development

Direct Responsibilities

The Center personnel are directly responsible for the following functions as part of the Center's Career Education support program:

1. Maintenance and operation of a career information library

   - Career information briefs of several types
   - Employment information and trends of the Department of Human Resources Development
   - College, university, business, trade, and technical school catalogs
   - Career films, film loops, tapes, and other audio-visual media

2. Career awareness and group guidance. The Center will conduct a series of group guidance and occupational exploration activities such as:

   - Orientation and career awareness for 9th grade
   - Career opportunities through exploratory work observation and experiences for 10th grade
   - Work Experience Education programs, vocational education opportunities and Regional Training Program for 11th grade
   - Work Experience, Regional Training Program, and college entrance information for the 12th grade

3. Community Relations

   The Center teacher/coordinator and staff will engage in an exchange of information and services to the local high school community. The Center will provide speakers, space for meetings, counsel with

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out-of-school youth, coordinate with the district adult school and hold informational meetings for parents.

4. Facilitation of Related Learning Activities

The Center staff will work in cooperation with the teachers of occupational classes and with the Work Experience Education programs to assist them with the supervision and instruction of students doing related career information research. The Center will be open before school, during the school day and after school for individualized help and instruction for students completing teacher-directed career information assignments.

5. Placement

The Center will operate a placement service for students involved with occupational classes, Work Experience Education and School/Community Service programs. The Work Experience Education and School/Community Service teacher coordinators will be primarily responsible for finding training and career work stations; however, the Center will be the focal point and will maintain a job board, job listings, and interviewing facilities.

6. Follow-up and Evaluation

The Center personnel will work in cooperation with occupational class teachers and Work Experience Education teacher/coordinators to conduct yearly follow-up studies of the graduates of the local high school. The Center staff will conduct an evaluation of the Center's performance objectives each nine-week period.

7. Catalyst

The Center teacher/coordinator will, as part of his role, attempt to facilitate teacher involvement with the development of Career Education subject matter to enrich his teaching of the discipline. The Center will provide time, facilities, speakers, and clerical services to support Career Education curriculum.

8. Administration of Career Center Activities

The Center teacher/coordinator will insure the maintenance of the Center equipment, materials, and supplies, as well as the supervision of the Center classified personnel.

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9. Coordination of Off-campus Activities

   Supervise and support the activities of the Work Experience Education teacher/coordinators and the School/Community Service teacher/coordinator.

   Coordinate the informational and recruitment activities of the various county programs such as Regional Training Program and Community College Veysey Bill programs, etc.

Supportive Responsibilities

The supportive functions of the Career Planning and Placement Center will be provided at the request of teachers, counselors, administrators, and curriculum committees in the following four areas:

1. Occupational Program

   - Furnish the occupational class teacher with current employment trends, career briefs, assistance for and placement of his students into work experience and/or entry-level employment
   - Hold Career Planning and Placement Center orientation programs and provide assistance to students doing related career information research
   - Provide field trip arrangements and guest speakers for occupational classes as well as clerical and consultive services for workshops and inservice training
   - Conduct a follow-up study each year and a summary of follow-up data will be returned to the occupational class teachers

2. Career Guidance and Counseling

   - Involve the full counseling staff in the activities of the Career Center
   - Provide direct supportive service of the Career Center facility, occupational information files, college information files, and the Career Center staff to the counselor and the student during the four-year period of the student's educational and career planning process
   - Furnish and exchange college information and occupational information
   - Assist in the planning and conducting of freshman career awareness programs, the tenth-grade orientation to occupations and Regional Training Programs, and arrange for junior-senior student meetings with college, business and technical school representatives

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- Provide Center personnel and assistance to the counseling staff for counselor initiated guidance units in vocational counseling, educational planning, self-assessment, college admissions and scholarship information
- Provide a trade, technical and business school library and arrange for technical, trade and business school representatives to meet with students
- Provide Center personnel, space, and the use of the Center's information for classroom teachers who wish to do career guidance units
- Provide Center personnel, space, and the use of the Center's information to occupational program teachers for related learning activities

3. Curriculum Development

- Provide space for workshops and meetings
- Provide clerical assistance to set up for workshops and meetings
- Provide clerical assistant to prepare workshop materials and reports
- Provide occupational and career information materials for curriculum development meetings or workshops
- Provide consultive services on the part of the Career Planning and Placement Center teacher/coordinator for curriculum development groups

4. Inservice Workshops

- Develop and present inservice workshops for teachers and counselors at the school for orientation to the Career Planning and Placement Center program
- Provide facilities and clerical assistance for inschool groups of teachers who wish to conduct inservice training in Career Education
- Provide facilities and clerical assistance to arrange inservice workshops for activities as identified by school staff and administration

CAREER PLANNING AND PLACEMENT CENTER

MANAGEMENT SYSTEM DESCRIPTION

The preceding sections of the Career Planning and Placement Center Program were written to provide a narrative description of the program. They described the contents of the Center, the services provided to the students, the teaching staff, and to the community. Next are four sections that deal with the management system of the program. They are:

- Recommended staff for the Career Planning and Placement Center Program
- Performance Objectives of the Staff of the Career Planning and Placement Center Program
- Evaluation of the Career Planning and Placement Center Program
- Recommended List of Equipment and Supplies for the Career Planning and Placement Center Program

Recommended Staff

1. Career Planning and Placement Center Teacher/Coordinator

   - Credentials: General Secondary or Standard Designated General Pupil Personnel Service desired, but not required
   - Work Experience: 2 years of successful work experience outside of education
   - Time Assignment: Recommend full time, using teacher calendar schedule

     Note: Each local school shall determine specific time assignment based upon priority of needs and staffing formula.

2. Career Planning Assistant

   - Clerk-Typist II - Range 35 - 40 hours/week, 10 months (Refer to Appendix Page 31 for job description)

3. Career Placement Assistant

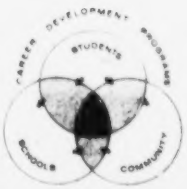
   - Clerk-Typist I - Range 31 - 40 hours/week, 10 months (Refer to Appendix Page 33 for job description)

CAREER PLANNING AND PLACEMENT CENTER

Performance Objectives of the Staff

The duties and responsibilities of the staff are described in the following sections under:

1. Teacher/Coordinator Objectives
2. Career Planning and Career Placement Assistants Objectives

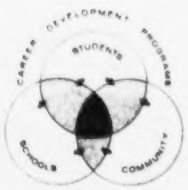


CAREER PLANNING AND PLACEMENT CENTER

TEACHER/COORDINATOR OBJECTIVES

The teacher/coordinator's objectives are designed to provide a performance framework which defines the teacher/coordinator's tasks in the management of the Career Planning and Placement Center Program and in assisting students to reach the terminal objectives of the program. Objectives which apply only to a particular point in time will appear in only one time frame. Other objectives which are ongoing and apply to all time frames are repeated in every time frame; i.e., each time frame is a complete objective package which covers a particular nine-week period.

	TIME FRAME			
	1	2	3	4
1. Coordinate District Career Planning and Placement Center Program within the local high school. *Evaluation--Continuing.*	___	___	___	___
2. Supervise classified personnel connected with the operation of the services, program and activities in the Career Planning and Placement Center. *Evaluation--Submit evaluation reports following each time frame.*	___	___	___	___
3. Coordinate the activities of the certificated personnel responsible for Work Experience Education programs within local school according to the District goals and objectives established and adopted by the Board. *Evaluation--Submit evaluation reports following each time frame.*	___	___	___	___
4. Coordinate the activities of the certificated personnel responsible for the School/Community Service program within local school according to District goals and objectives established for this program. *Evaluation--Submit evaluation reports each time frame.*	___	___	___	___
5. Provide Career Planning and Placement Center orientation programs for students upon requests of counselors, teachers, parents and community/business people. *Evaluation--Maintain records of orientation programs.*	___	___	___	___



CAREER PLANNING AND PLACEMENT CENTER

TEACHER/COORDINATOR OBJECTIVES

	TIME FRAME			
	1	2	3	4
6. Provide teachers and counselors with assistance in developing teaching and guidance units for career planning, using the Center's facilities, staff and materials. *Evaluation--Continuing.*				
7. Assist in conducting informational programs in regard to the Work Experience Education programs, School/Community Service programs and Regional Training Programs for the 10ths and 11th grade students. *Evaluation--Report activities at the end of each time frame.*				
8. Provide career planning and placement information for parents of students enrolled at the local high school in regard to job opportunities, employment requirements, training and education available for their students. *Evaluation--Continuing.*				
9. Provide orientation meeting about the Career Planning and Placement Center Program for parents of incoming 9th grade students enrolled in the service area intermediate schools. *Evaluation--Completed by the end of the third time frame.*				
10. Assist in the establishment and continual maintenance of a list of community resource speakers and facilities for students' and teachers' use. *Evaluation--Have community resource directory available for use and inspection.*				
11. Promote and recruit students into occupational course offerings at the high school, Regional Training Programs, Community College (Veysey Bill) and other career development programs. *Evaluation--Completed prior to the end of the third time frame.*				

CAREER PLANNING AND PLACEMENT CENTER

TEACHER/COORDINATOR OBJECTIVES

	TIME FRAME			
	1	2	3	4
12. Meet with local civic groups to promote and obtain community support for the Career Planning and Placement Center program. *Evaluation--Continuing. The teacher/coordinator will keep a log of community activities.*				
13. Assist in inservice training sessions for the classified personnel of the Career Planning and Placement Center on testing, use of equipment, materials and procedures. *Evaluation--Continuing.*				
14. Provide and/or assist in inservice training for teachers, counselors and coordinators of various career programs that will: - Provide a series of experiences to help them to understand and accept the concept of Career Education. - Assist in developing curriculum that is focused around the concepts of Career Education. *Evaluation--Continuing.*				
15. Participate in local and district advisory committee meetings for the Career Planning and Placement Center programs. *Evaluation--Attend each meeting and keep the advisory committee minutes on file.*				
16. Develop and supervise the administration of student and faculty evaluation questionnaires concerning the Career Planning and Placement Center program services and activities. *Evaluation--Questionnaire summaries will be included with the narrative section, Form 3, in fourth time frame report.*				
17. Assist in district Career Development Program planning and implementation of Career Education curriculum at the local school. *Evaluation--Continuing.*				

CAREER PLANNING AND PLACEMENT CENTER

TEACHER/COORDINATOR OBJECTIVES

TIME FRAME

1	2	3	4

18. Establish a budget and determine materials needed to be purchased to maintain and update Career Planning and Placement Center program and activities in the local high school.

    Evaluation--Prepare and submit budget to the building assistant principal in accordance with district directives.

19. Evaluate the work of the classified staff of the Career Planning and Placement Center in accordance with the performance objectives established for the duties.

    Evaluation--The coordinator will review with each staff member the accomplishment of his performance objectives.

20. Evaluate the work of the teacher/coordinators of the Work Experience Education programs and the School/Community Service program in accordance with the performance objectives established for their programs.

    Evaluation--The Career Planning and Placement Center teacher/coordinator will review with each program teacher/coordinator his progress in meeting the performance objectives. They will modify, add or delete objectives as required.

21. Prepare statistical reports and evaluations of the services, activities and programs of the Career Planning and Placement Center.

    Evaluation--Center teacher/coordinator will assemble and submit within five working days reports concerning:

    - *Student use of the Center*
    - *Student evaluation of Center services*
    - *Other*

CAREER PLANNING AND PLACEMENT CENTER

TEACHER/COORDINATOR OBJECTIVES

	TIME FRAME			
	1	2	3	4
22. Submit required program evaluation reports within 5 days following the close of each time frame.				
Evaluation--Center teacher/coordinator will assemble and submit within five working days:				
- *Time frame forms for Career Planning Assistant and Career Placement Assistant and Career Planning and Placement Center teacher/coordinator.*				
- *Time frame forms for Work Experience Education programs and School/Community Service program*				
23. Prepare statistical reports on enrollment and other information concerning occupational programs at the local high school.				
Evaluation--The Center teacher/coordinator will submit reports on:				
- *Occupational class enrollments*				
- *Follow-up of occupational class graduates*				
- *Other reports required by District Plan for Vocational Education.*				

CAREER PLANNING AND PLACEMENT CENTER

CAREER PLANNING AND PLACEMENT ASSISTANTS

OBJECTIVES

TIME FRAME

1	2	3	4

The management system envisions the two career assistants working as a team to effectively accomplish their objectives.

The person designated as responsible will be assisted by the other person. The evaluation statement following each block of objectives listed below designates which team member is responsible and which will assist.

1.0 Maintain an up-to-date career information library which includes:

- Employment information and trends
- Regional, community and state college information
- Information on other career and occupational school programs

1.1 Provide:

- Booklets, pamphlets, and other job-related materials collected from business and industry
- Occupational guidance briefs
- Occupationally oriented filmstrip-record combinations
- An up-to-date index starting where pamphlets and job-related materials can be obtained

1.2 Provide:

- Pamphlets, occupational guides and other publications that will give employment information on major occupations in the U.S.A.
- Information about working conditions and employment that is obtained from city, state and federal government agencies

1.3 Provide:

- Catalogs and brochures from local and regional schools and colleges (public and private)
- Brochures describing career programs offered at San Mateo Community Colleges and other closely located community colleges

1.4 Provide brochures and information describing the course offerings at the Regional Training Program

CAREER PLANNING AND PLACEMENT CENTER

CAREER PLANNING AND PLACEMENT ASSISTANTS

OBJECTIVES

	TIME FRAME			
	1	2	3	4
1.5 Provide brochures describing advanced training programs at Adult Continuation schools, private commercial schools, apprenticeship and correspondence courses, etc.				
1.6 Provide information about working conditions and employment that is obtained from city, state, and federal governments.				
1.7 Provide exhibits or displays depicting advanced training opportunities in vocational-technical fields.				
1.8 Provide two advanced education information programs using films, slides, speakers or demonstrations.				
1.9 Assist Center teacher/coordinator to arrange for informational programs about Regional Training Programs for all 10th grade students.				
1.10 Preview career oriented audio-visual materials, guidance briefs and other guidance materials and make recommendations for purchase.				
1.11 Inventory and up-date career information library materials.				
Evaluation--Career Planning Assistant - Responsible *Career Placement Assistant - Assist*				
Total Hours ____ *Total Student Contacts* ____				
2.0 Assist students, teachers and counselors to utilize the Career Planning and Placement Center program services.				
2.1 Provide services to teaching staff for teacher-directed career research.				
2.2 Arrange for 70% of the students enrolled in one semester occupational classes to use services provided by the Career Planning and Placement Center.	%	%	%	%
2.3 Arrange for 80% of the students enrolled in one year occupational classes to use the services of the Career Planning and Placement Center.	%	%	%	%

CAREER PLANNING AND PLACEMENT CENTER

CAREER PLANNING AND PLACEMENT ASSISTANTS

OBJECTIVES

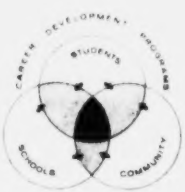
	TIME FRAME			
	1	2	3	4
2.4 Provide Career Planning and Placement Center orientation programs for students upon request of counselors or teachers in the Center or in the classroom.				
2.5 Assist drop-in students to use career oriented materials, educational planning materials, current and projected labor market information and audio-visual materials in the Center.				
2.6 Arrange for 75% of the 11th and 12th grade students to use services provided by the Career Planning and Placement Center.		___%		___%
2.7 Arrange for 80% of the students enrolled in the 10th grade to attend Career Planning and Placement Center orientation program.		___%	___%	
2.8 Arrange for 90% of the freshman class to use the facilities of the Career Planning and Placement Center.		___%	___%	
Evaluation--Career Planning Assistant - Responsible *Career Placement Assistant - Assist*				
Total Hours _____ *Total Student Contacts* _____		___		___
3.0 Assist the Work Experience Education and School/Community Service programs to achieve their stated goals and objectives.				
3.1 Assist Work Experience Education students to complete their related learning activity assignments.				
Evaluation--Career Planning Assistant - Responsible *Career Placement Assistant - Assist*				
Total Hours _____ *Total Student Contacts* _____		___		___
3.2 Provide clerical and record-keeping assistance as required in the District Plan for Work Experience Education programs.				
3.3 Maintain records of work experience students' attendance for related learning activity sessions.				

CAREER PLANNING AND PLACEMENT CENTER

CAREER PLANNING AND PLACEMENT ASSISTANTS

OBJECTIVES

	TIME FRAME			
	1	2	3	4
3.4 Provide clerical and record-keeping assistance for School/Community Service teacher/coordinator.				
3.5 Provide assistance for the quarterly evaluation of the students enrolled in the Work Experience Education programs and School/Community Service programs.				
3.6 Assist teacher/coordinators in the placement of students in the programs.				
3.7 Assist the teacher/coordinators to provide Work Experience Education and School/Community Service information programs for 75% of the 10th grade students.	%	%	%	%
Evaluation--Career Placement Assistant - Responsible *Career Planning Assistant - Assist* *Total Hours* ____ *Total Student Contacts* ____				
4.0 Assist students to find placement in advanced training and/or education.				
4.1 Provide information on current employment and future employment training programs relating to occupational training courses.				
4.2 Assist student to enroll in advanced training/education such as the Community College Programs under the Veysey Bill, state colleges and universities.				
4.3 Provide supplemental materials for students enrolled in the Community College Advanced Study Program under the Veysey Bill.				
4.4 Arrange for facilities and opportunities for students to meet with representatives from colleges, universities, technical, trades and business schools.				
4.5 Provide assistance for administration of special and general aptitude, interest, ability and personality tests.				

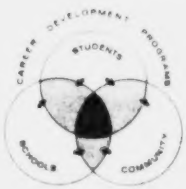


CAREER PLANNING AND PLACEMENT CENTER

CAREER PLANNING AND PLACEMENT ASSISTANTS

OBJECTIVES

	TIME FRAME			
	1	2	3	4
4.6 Provide necessary information on scholarships and financial aid programs.				
Evaluation--Career Planning Assistant - Responsible; Career Placement Assistant- Assist				
Total Hours _____ *Total Student Contacts* _____				
5.0 Assist students from occupational programs to be placed in entry-level employment.				
5.1 Provide information on current employment trends and future employment trends relating to occupational training courses.				
5.2 Contact local business, industry, education and labor personnel and survey current media for up-to-date potential employment positions for work experience students and students in occupational courses.				
5.3 Initiate and maintain a current file of job opportunities for students that are enrolled in occupational courses.				
5.4 Assist Center teacher/coordinators to provide mini-course on "How to Find a Job."				
5.5 Provide sample job application and job interview packets for teachers.				
5.6 Provide simulated job application forms and other materials relevant to job application and interviews for students.				
Evaluation--Career Placement Assistant - Responsible; Career Planning Assistant - Assist				
Total Hours _____ *Total Student Contacts* _____				
6.0 Arrange for Career Education field trips, speakers, panel and discussion groups for students and the school staff.				
6.1 Provide one or two field trips to observe advanced training opportunities in the vocational-technical fields.				



CAREER PLANNING AND PLACEMENT CENTER

CAREER PLANNING AND PLACEMENT ASSISTANTS

OBJECTIVES

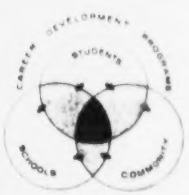
	TIME FRAME			
	1	2	3	4
6.2 Provide an up-to-date community resource directory for students, teachers, and staff members.				
6.3 Provide one field trip into business or industry to observe jobs and to gain career information.				
6.4 Provide four career information programs using films, slides, speakers or demonstrations.				
Evaluation--Career Planning Assistant - Responsible *Career Placement Assistant - Assist*				
Total Hours _____ *Total Student Contacts* _____				
7.0 Assist out-of-school students and community people to obtain career information.				
7.1 Provide information about adult school and other post high school training and educational opportunities.				
7.2 Provide help in the use of career orientation materials, educational planning materials, current and projected labor market information, and audio-visual materials in the Career Planning and Placement Center.				
7.3 Assist in administration of special and general aptitude tests or special interest inventories.				
7.4 Provide a bulletin board for job opportunity announcements and assist students in related job search techniques and job placement.				
Evaluation--Career Planning Assistant - Responsible *Career Placement Assistant - Assist*				
Total Hours _____ *Total Student Contact* _____				
8.0 Orient parents to options and opportunities in career and education choices.				
8.1 Assist Center teacher/coordinator to provide career information program for parents with regard to job opportunities, employment requirements and the training and education opportunities available to students.				

CAREER PLANNING AND PLACEMENT CENTER

CAREER PLANNING AND PLACEMENT ASSISTANTS

OBJECTIVES

	TIME FRAME			
	1	2	3	4
8.2 Assist in providing Career Planning and Placement Center orientation meeting for parents of incoming 9th grade students enrolled in service area intermediate schools.				
Evaluation--Career Planning Assistant - Responsible; Career Placement Assistant - Assist				
Total Hours _____ *Total Student Contacts* _____				
9.0 Promote Career Education concepts throughout the school and community.				
9.1 Provide information for school paper, school daily bulletin and local news media to list activities of Career Planning and Placement Center programs.				
9.2 Maintain a bulletin board that will keep school environment aware of Career Planning and Placement Center activities.				
9.3 Provide two exhibits or displays each time frame depicting current practices in business or industry.				
9.4 Provide necessary information to local news media for articles on the Career Planning and Placement Center programs.				
9.5 Provide information and audio-visual materials to assist Center teacher/coordinator to make at least two presentations to business, service, and/or community organizations.				
Evaluation--Career Planning Assistant - Responsible; Career Placement Assistant - Assist				
Total Hours _____ *Total Student Contacts* _____				
10.0 Administer and maintain Career Planning and Placement Center facilities.				
10.1 Assist local school Center teacher/coordinator to maintain and coordinate activities in the Career Planning and Placement Center.				



CAREER PLANNING AND PLACEMENT CENTER

CAREER PLANNING AND PLACEMENT ASSISTANTS

OBJECTIVES

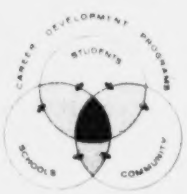
		TIME FRAME			
		1	2	3	4
10.2	Supervise pupil's use of the Career Planning and Placement Center facilities.	___	___	___	___
10.3	Supervise the use and care of the equipment and materials housed in the Career Planning and Placement Center.				
10.4	Maintain a register of the number of student visitations to the Center and whether or not their activities required Career Planning and Placement Center staff assistance.				
10.5	Participate in inservice and other workshops concerning Career Planning and Placement Center programs.				
	Evaluation--Career Planning Assistant - Responsible *Career Placement Assistant - Assist*				
	Total Hours _____ *Total Student Contacts* _____				
10.6	Do necessary clerical and record keeping connected with the operation of the services, programs and activities offered by the Career Planning and Placement Center.				
10.7	Receive, process and inventory career information materials and equipment for the Career Planning and Placement Center.				
10.8	Serve as a receptionist for the personnel in the Career Planning and Placement Center program.				
10.9	Participate in inservice and other workshops concerning Career Planning and Placement Center programs.				
10.10	Administer an evaluation questionnaire to randomly selected students who have used the Center's services during the school year.				
10.11	Retrieve and tally at least 90% of the student evaluation questionnaires. Provide the Center teacher/coordinator with a summary of the questionnaire responses.				%

CAREER PLANNING AND PLACEMENT CENTER

CAREER PLANNING AND PLACEMENT ASSISTANTS

OBJECTIVES

	TIME FRAME			
	1	2	3	4
Evaluation--Career Placement Assistant - Responsible *Career Planning Assistant - Assist*				
Total Hours _____ *Total Student Contacts* _____		___		___
11.0 Assist students, teachers and counselors in the development and implementation of Career Education curriculum.				
11.1 Assist the Center teacher/coordinator, teachers and counselors by providing information regarding the availability of career materials, audio-visual aids and consultant services for use in curriculum development.				
	___	___	___	___
11.2 Assist the teacher/coordinators and instructional staff in the development of relevant curriculum information for individual student's career choices.				
	___	___	___	___
Evaluation--Career Planning Assistant - Responsible *Career Placement Assistant - Assist*				
Total Hours _____ *Total Student Contacts* _____		___		___



CAREER PLANNING AND PLACEMENT CENTER

Evaluation of Career Planning and Placement Center Program

The Career Planning and Placement Center program evaluation and reporting system will follow the Career Development program's guidelines for nine-week reporting cycles as described below to provide feedback for program monitoring and for the improvement of the program operation.

1. Immediately at the close of each nine-week time frame the Career Planning and Placement Center program teacher/coordinator will do the following:

   - Examine his objectives to determine the degree of accomplishment of each objective.
   - Examine the Career Planning Assistant's and the Career Placement Assistant's objectives to determine the degree of accomplishment of each objective.
   - Prepare Form 1, Teacher/Coordinator's Objectives and Form 4, Career Planning Assistant and Career Placement Assistant Objectives. The report is produced by photocopying Forms 1 and 4 and marking in the blank at the end of each objective, either a percentage of accomplishment where the blank shows a % symbol or a yes or no statement.
   - Prepare Form 3, Narrative Report; refer to Appendix, page 35. The narrative report must include the reasons for partial or nonaccomplishment of the Career Planning and Placement Center program teacher/coordinator's objectives and Career Planning Assistant and Career Placement Assistant's objectives. The content of the report should also include suggestions for program revisions and modifications or eliminations of performance objectives. Constraints such as time, budget, supplies, equipment, etc. should be included in the report.

2. In addition to the in-house Career Planning and Placement Center programs reports, the Center teacher/coordinator will review and evaluate the performance objectives of the following programs:

   - Work Experience Education programs
   - School/Community Service programs

3. Five days following the close of each time frame the Center's teacher/coordinator will submit through the local school principal the programs' evaluation reports to the district director of Career Development Programs.

4. The Career Development programs office will review the reports in order to determine where additional assistance and support is needed. The Career Development programs office will act as an informational and retrieval center.

CAREER PLANNING AND PLACEMENT CENTER

5. Budget and supply reports will be submitted by the Center's teacher/coordinator in accordance with the school schedule for budgeting and supply requisitions.

CAREER PLANNING AND PLACEMENT CENTER

Recommended List of Equipment and Supplies for Program

Consolidation of in-school career guidance materials should be made and placed into the Career Planning and Placement Center.

AUDIO-VISUAL EQUIPMENT:

2 Tape Players, Sharp 457 AV
2 Tape Player Recorder Cassettes Sharp RD 460
1 P.M.E. Ex-Pac 8 Headphones
2 Graflax Study Mate II #8875
1 Graflax Auto Vance II #8878
1 Viewlex Model 1361
1 Motion Picture Projector, Bell and Howell Auto-Load 1550
1 Filmstrip Projector, Standard Model 750C
1 Overhead Projector, 3M Model 66AR
1 Portable Phonograph, Newcomb Model EDT 15C
1 Ektagraphic Kodak Slide Projector, Model AV 340 ZH AF2
1 Cassette Record-Slide Syn., 3M Model 2550 AV
1 Sound-on-Slide Projector Recorder, 3M Model 625
1 Portable Projection Screen 50 x 50, Daylite, Video-A
1 Reader, Realist Vantage #1
4 Instamatic Camera Kodak Model 44
100 Binders for Cassettes
1 General Electric Perma-Cell Nickel Cadmium Recharger, Model BCL 120

CAREER GUIDANCE MATERIALS:

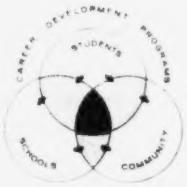
1 SRA O.E.K. Kit #5-1000
1 SRA O.E.K. Matrix Set #5-2101
1 Assorted Guidance Associate Film Strips & Cassettes
8 SRA Career Information Kit #5-2500
1 Chronicle College View Deck with viewer
1 Chronicle Career View Deck (no viewer)
Various books and materials to expand and up-date career information library
Various test instruments. Consider the following:

- OVIS
- SAAS
- JOB-O
- GATB
- STRONG
- S.D.S.
- MINNESOTA (MVII)
- DAT
- KUDER-DD
- KUDER E

CAREER PLANNING AND PLACEMENT CENTER

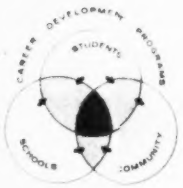
OFFICE FURNITURE AND EQUIPMENT:

1 Modular Secretarial L Unit - consisting of no center drawer, locking pedestal, polished chrome (color open) Fortress 43100 B
4 Single Pedestal Desk, no center drawer, locking pedestal, polished chrome (color open) Fortress 41100 B
2 Secretarial posture chair, chrome base, enamel frame, fabric seat, color open United #C-222
4 4-drawer legal file with lock (color open) DEVON 28-18-4L
2 Storage Cabinets with lock 78 x 18 x 36 (color open) DEVON 7818
2 File Cabinets, 2-Drawer Card 3 x 5 without lock #3352
1 Personalized Wardrobe Stand - Vogel Peterson & Co.
30 Chairs, American Seating #402 all chrome
8 Book Cases 72" x 36" color open
1 IBM Selectric Carbon Ribbon Typewriter, Model 715
1 Olivetti Electric Typewriter, Editor 4
1 Moveable Typewriter Stand
2 Bulletin Boards 4 x 8 Wesco AVT 7
2 Tables Round 48" with non-adjustable chrome legs 29-1/2" high Virco 4912
4 Tables 1/2 Round - 48" with non-adjustable chrome legs, 29-1/2" high Virco 4922
5 Tables 30" x 60" with non-adjustable chrome legs, 29-1/2" high, Virco 4822
2 Square tables 36" x 36" with non-adjustable chrome legs, 29-1/2" high Virco #4862
1 Pamphlet Rack - Floor model #60 43" w x 15" d x 60" h, moveable partitions American Seating
1 Table rolling Beckey Cardy, cabinet overhead projector lectern #461
10 Dozen Princeton Files 8 x 4-1/2 x 8 (color open) Gaylord
2 School telephone extensions
1 Inter-school telephone extension



CAREER PLANNING AND PLACEMENT CENTER

APPENDIXES



CAREER PLANNING AND PLACEMENT CENTER

Job Description for Career Planning Assistant

Position Title: Typist Clerk II (Career Planning Assistant)

Salary Range : Range 35, $542 - $659. This is a ten-month position that will run from September 1 to June 30 each year.

1.0 *Education.*

1.1 High school graduate or equivalent is required.
1.2 College education is desired.

2.0 *Experience.* The individual employed in this position must have experience in at least one of the following:

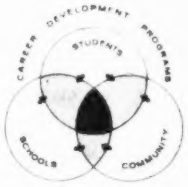
2.1 Two years work experience in business/industry
2.2 Two years paid or volunteer experience in a community agency
2.3 Two years paid or volunteer experience in a career planning or counseling setting
2.4 Experience equivalent to the above

3.0 *General.* The individual employed in this position must be able to:

3.1 Work independently without close supervision, and use mature judgment
3.2 Relate to students in a positive and helpful manner
3.3 Communicate and work with students, parents, staff, and community representatives
3.4 Typewrite a minimum of 45 words per minute with accuracy from clear, legible copy
3.5 Gather and organize information on the employment market and entry-level occupational requirements

4.0 *Position Description.* The individual employed in this position will be under the supervision of the Career Planning and Placement Center teacher/coordinator and will be responsible for:

4.1 Assisting in organizing, operating, and maintaining the Career Planning and Placement Center
4.2 Obtaining the most current resource materials for the Career Planning and Placement Center
4.3 Providing information to students, staff, parents, and community members on occupational and educational opportunities
4.4 Assisting students to prepare and keep current personal career data folders



CAREER PLANNING AND PLACEMENT CENTER

4.5 Preparing and displaying occupational and educational information
4.6 Assisting in preparing and presenting Career Planning and Placement Center orientation programs for students, staff, parents, and community members
4.7 Assisting in administering tests and self-appraisal instruments used in the guidance program
4.8 Maintaining a community resource system and arranging for

- 4.8.1 Visits by college representatives
- 4.8.2 Speakers from business/industry
- 4.8.3 Field trips and visitations to business/industry

4.9 Maintaining records and conducting surveys and follow-up studies for evaluating the Career Planning and Placement Center and Career Development programs
4.10 Assisting in planning and participating in inservice education programs that relate to the Career Planning and Placement Center program
4.11 Providing general supervision of the Career Placement Assistant
4.12 Assisting the Career Placement Assistant in accomplishing assigned tasks
4.13 Assuming other duties and responsibilities as assigned.

CAREER PLANNING AND PLACEMENT CENTER

Job Description for Career Placement Assistant

Position Title: Typist I (Career Placement Assistant)

Salary Range : Range 31, $491 - $598. This is a 10-month position that will run from September 1 to June 30 each school year.

1.0 *Education.*

1.1 High school graduate or equivalent is required.
1.2 Two years of advanced education is desired.

2.0 *Experience.* The individual employed in this position must have experience in at least one of the following:

2.1 Two years work experience in business/industry
2.2 Two years paid or volunteer experience in a community agency
2.3 Two years paid or volunteer experience in a career planning or counseling setting
2.4 Experience equivalent to the above

3.0 *General.* The individual employed in this position must be able to:

3.1 Typewrite a minimum of 45 words per minute with accuracy from clear, legible copy
3.2 Perform clerical work of average difficulty, spell correctly, use good English and make arithmetic calculations
3.3 Work independently without close supervision, and use mature judgment
3.4 Communicate and work with students, parents, staff, and community representatives
3.5 Relate to students in a positive and helpful manner

4.0 *Position Description.* The individual employed in this position will work under the general supervision of the Career Planning Assistant and will be responsible for:

4.1 Assisting Career Planning and Placement Center teacher/coordinator to accomplish objectives of program. Duties in the Center will include:

4.1.1 Clerical and record keeping connected with services and activities
4.1.2 Receiving, processing and inventorying materials and equipment
4.1.3 Serving as receptionist for personnel in the Center

CAREER PLANNING AND PLACEMENT CENTER

4.2 Assisting Work Experience Education and School/Community Service teacher/coordinators to accomplish the goals and objectives of these programs. Duties will include:

- 4.2.1 Completing and maintaining required forms and records
- 4.2.2 Typing and filing correspondence
- 4.2.3 Meeting and conferring with students
- 4.2.4 Gathering data necessary for placing students
- 4.2.5 Dispensing program information
- 4.2.6 Assisting students to complete related learning activities that are assigned by the teacher/coordinators

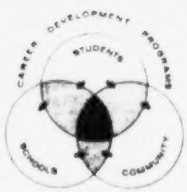
4.3 Obtaining current information for student placement by contacting local business/industry, education, and labor representatives

4.4 Surveying local media and maintaining a bulletin board that identifies employment possibilities for students

4.5 Assisting in planning and participating in inservice education programs that relate to the Career Planning and Placement Center program

4.6 Assisting the Career Planning Assistant in accomplishing assigned tasks

4.7 Assuming other duties and responsibilities as assigned



NARRATIVE REPORT